

## MODEL RESOLUTION

**RESOLVED**, By the Town Board of Roseboom  
[title of governing body] of Roseboom N.Y.  
[local government name] that *Records Retention and Disposition Schedule MU-1*,  
issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing  
legal minimum retention periods for local government records, is hereby adopted for  
use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in  
*Records Retention and Disposition Schedule MU-1* after they have met the minimum  
retention periods described therein;

(b) only those records will be disposed of that do not have  
sufficient administrative, fiscal, legal, or historical value to merit retention beyond  
established legal minimum periods.

## MORE INFORMATION

SARA will assist local governments to interpret and use this Schedule. SARA hopes to refine, update, and reissue this Schedule periodically, and welcomes suggestions for improvements in content and format. SARA also issues publications on local government records administration and provides advice and assistance to local governments on records management and archival administration problems. For more information contact:

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